



## STRUCTURE MOVING PERMIT APPLICATION

Permit Number \_\_\_\_\_

*A moving permit is required to move any structure into, out of, or within the city of Mankato.*

Owner of Structure \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Licensed Moving Company \_\_\_\_\_ License # \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Date of Move \_\_\_\_\_ Time of Move \_\_\_\_\_ Building Permit # \_\_\_\_\_

Move from Address \_\_\_\_\_ Demolition Permit # \_\_\_\_\_

Move to Address \_\_\_\_\_

Type of Building: ☐ Residential ☐ Commercial ☐ Garage ☐ Other \_\_\_\_\_

Size of Structure: Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Square Feet \_\_\_\_\_ Number of Stories \_\_\_\_\_

By accepting a Structure Moving Permit, the applicant agrees to pay any claims for personal injury or property damage which may occur in connection with operations under the permit, and in the event any claim is made against the city of Mankato, or any department, officer, or employee thereof, through, by reason of, or in connection with any act or omission, the applicant shall defend, indemnify, and hold them and each of them harmless for any claim(s).

*I hereby apply for a permit and attest to the following:*

- All information on this application is complete and accurate.
- All work will comply with the Conditions of Permit, Mankato City Code, and Minnesota State Building Code.
- Work will not start without an approved permit.
- All work will be done according to plans approved by the city of Mankato when approved plans are required.
- Erosion and sediment control, when applicable, will be installed before starting work.
- I agree to repair at my own expense and to the satisfaction of the City Engineer, any damage to streets, structures, signs, etc. which are caused as a result of this structure move. The work of repair may be done by the city of Mankato and costs charged to and paid by me.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Applicant is ☐ Owner ☐ Contractor ☐ Moving Company

**Approvals: All signatures must be obtained before submitting application**

**Requirements**

Mover	_____	_____
Cable Company	_____	_____
Power Company	_____	_____
Telephone Company	_____	_____
City Parks Department	_____	_____
City Streets Department	_____	_____
Building Inspector	_____	_____
Blue Earth County Sheriff	_____	_____
MN State Patrol	_____	_____
City Engineer	_____	_____

### **FEE SCHEDULE**

- ☐ Commercial or residential buildings larger than 12 feet high, 14 feet wide, and 25' long \$150
- ☐ Buildings or structures smaller than the size indicted above \$ 70

➤ **Attach map showing planned movement route and permit fee**

Submit to: Engineering Department, City of Mankato, 10 Civic Center Plaza, PO Box 3368, Mankato, MN 56002-3368

**You will be notified by phone or email that your permit is ready to be picked up at City Hall.**

## INSTRUCTIONS FOR STRUCTURE MOVING PERMIT

*A moving permit is required to move any structure into, out of, or within the city of Mankato. A moving permit cannot be issued until all required approvals and notifications have been completed.*

### **CONDITIONS OF PERMIT:**

1. **A structure inspection must be completed prior to issuance of moving permits.**
  - a. Building destination within city limits: The building must be inspected and approved by a city building inspector, a site plan submitted, and building permit issued.
  - b. Building destination outside city limits: The foundation must be inspected and a demolition permit issued.
2. **Permission for movement** over roads other than city streets must be obtained from authorities under whose jurisdiction such roads come.
3. **Condition of structure:**
  - Building must not be in such state of deterioration or disrepair, or structurally unsafe, that it would constitute a danger to persons or property in the city.
  - Building must not be structurally unsafe or unfit for the purpose for which moved, if the destination is within the city.
  - The building must not be in substantial variance with either the established or expected pattern of building development within the destination neighborhood. Comparative age, bulk, architectural style and quality of construction of both the building to be moved and the existing buildings shall be considered.
4. **Payment of taxes.** It is unlawful to move any building (including a manufactured home) if the point of origin and/or destination is within the city, regardless of the route of movement, without having paid in full all real and personal property taxes, special assessments, and municipal utility charges due on the premises of origin, and filing written proof of such payment with the city.
5. **Appropriate utilities and government agencies must be notified.** Before permit will be issued, verification signatures are needed for disconnection of cable, telephone, sewer, water, and gas; and route approval by Public Safety - Police, City Engineer, and overhead wire service companies.
6. **Structures over 12 feet wide shall be moved only by state licensed moving contractors.** Contact the State of Minnesota at 651-366-3680 to obtain the names of those contractors. A permit may be issued to the building owner if building is less than 12 feet wide.
7. **Requirements for moving vehicle:**
  - Proof of insurance is required.
  - A police escort or a certified pilot/escort driver (in accordance with MN Statute 7455), may be required. Coordinate with City of Mankato, Engineering Department to determine if escort is necessary.
  - Moving equipment must be mounted on pneumatic tires.
  - Load limit is not to exceed any state, county, or local laws.
  - No movement shall be made when roads are soft, wet, slippery, or if visibility is poor.
  - No movement is allowed on holidays or holiday weekends.
  - Movement shall be during daylight hours only unless specifically stated otherwise on application and approved.
  - Comply with all rules posted on bridges or underpasses over or under where travel is planned and assume all risks relative thereto. No signs, guard rails, or other city or private property shall be moved unless written authority is given.
  - Red, yellow, or orange flags at least 18 inches square must be placed at the extreme tip of the overhang when a vehicle or its load exceeds 9 feet in length.
8. **Completion of application.** Application needs to be completed SEVEN working days before the structure is to be moved.

### **FEE SCHEDULE**

Commercial or residential buildings larger than 12 feet high, 14 feet wide, and 25' long	\$150
Buildings or structures smaller than the size indicted above	\$ 70
Damage deposit: Structures over 12 feet wide require a minimum \$1000 damage deposit prior to moving.	

## STRUCTURE MOVING PERMIT CONTACTS

### **Cable**

Charter Communications  
1724 Madison Ave.  
Contact: Brian Oviatt @ 469-0256  
[Brian.Oviatt@Charter.com](mailto:Brian.Oviatt@Charter.com)

### **Telephone**

Enventis (Formerly HickoryTech)  
2730 Third Avenue  
Contact: Justin Grev @ 386-3606  
[Justin.Grev@enventis.com](mailto:Justin.Grev@enventis.com)

### **Power**

Xcel  
210 Lime Street  
PO Box 1090  
Phone: 387-9622  
Contact: Tim Carriveau @ 387-9683  
[Timothy.J.Carriveau@xcelenergy.com](mailto:Timothy.J.Carriveau@xcelenergy.com)

Benco Electric Coop  
20946 549<sup>th</sup> Ave.  
PO Box 8  
Contact: Mike Heidemann @ 240-1101  
[MHeidemann@benco.coop](mailto:MHeidemann@benco.coop)

### **City Parks**

Parks Department  
501 S Victory Drive  
Contact: Ashley Steevens  
Phone: 720-1381 Cell: 340-4933  
[ASteevens@city.mankato.mn.us](mailto:ASteevens@city.mankato.mn.us)

### **City Streets**

Public Works  
501 S Victory Drive  
Contact: Jim Braunshausen  
Phone: 387-8651 Cell: 340-3743  
[JBraunshausen@city.mankato.mn.us](mailto:JBraunshausen@city.mankato.mn.us)

### **Building Inspector**

Intergovernmental Center  
10 Civic Center Plaza  
Contact City Staff @ 387-8600  
Fax: 387-8620  
[311@city.mankato.mn.us](mailto:311@city.mankato.mn.us)

### **Public Safety**

Law Enforcement Center  
710 South Front Street  
Contact: Cheryl Lindquist @ 387-8735  
Fax: 387-4929  
[CLindquist@city.mankato.mn.us](mailto:CLindquist@city.mankato.mn.us)

### **Blue Earth County Sheriff**

(Performs escort within City Limits)  
401 Carver Rd.  
Contact: Richard Murry @ 304-4807  
[Richard.Murry@blueearthcountymn.gov](mailto:Richard.Murry@blueearthcountymn.gov)

### **Minnesota State Patrol**

Mankato District  
2171 Bassett Dr.  
Phone: 344-2750  
Contact: Jeremy Geiger @ 344-2760

### **City Engineer**

Intergovernmental Center  
10 Civic Center Plaza  
Phone: 387-6400  
Contact: Jeff Johnson @ 387-8640  
[JJohnson@city.mankato.mn.us](mailto:JJohnson@city.mankato.mn.us)